# Are you Remote-Ready?

In the age of COVID-19, the likelihood of your business having to temporarily close offices or worksites is increasing.

The more work you do now to prepare your employees to work from home, the easier the transition will be. Start having planning conversations now and follow these tips to get Remote-Ready.

## Get Tech-Ready

**Laptop**
Get into the habit of taking your laptop home every night.

**WIFI Password**
Is your home WIFI working? Check you can connect your work laptop BEFORE you start to work from home.

**Ergonomics**
Do you need a better chair or desk? An additional monitor? You could be home for weeks so make sure you are set up correctly for good posture and health.

**Accessories**
Keep a cable, mouse and keyboard at home. Make sure you have appropriate extension cords and power boards.

**Sound**
Meetings may take place over web conferencing or phones – do you need better headphones with a working microphone?

**Critical Files**
Check you can access your networks. Sync or copy files to your desktop or your cloud drive.

## Get Support-Ready

**Kids at home**
Schools and Day care could be closed. It may be very challenging for some people to work when kids need care.

**Loneliness**
If someone lives alone, they might feel very isolated. Take time for a non-work-related chats.

**Ergonomics**
Some people may not be set up well to work at home. Don't expect them to sit at their computer all-day.

**Video Often**
Use video when you can to maintain the people connection. Encourage people to show and share their environment.

**Room Mates**
Partners and housemates will also be isolated. Be tolerant of interruptions and background noise.

**When whole teams suddenly need to work remotely, some people will have more challenges than others.**

## Plan in Advance

**Team Roles**
Clarify who will be responsible for what when working remotely. Some things simply can't be done; some may be more difficult. Figure out who does what. Working Agile? Photograph those post-its and whiteboards daily.

**Who Leads?**
Re-evaluate the chain of command. If team members are sick who makes decisions or picks up their critical tasks?

**Check Ins**
Decide when and how people will check-in. Environmental challenges are more easily managed around short calls that happen at the same time each day. Some people may need to work at nights if they have kids at home.

**Communications**
Decide how you will communicate. Slack, Yammer, Skype, email? How will you report progress? Determine what you will use for what type of communication. Don't expect people to respond immediately.